

# シラバス

## 2022 Virtual KCJS Summer Program in Modern Japanese: 3rd Year Japanese (O4205 & O4206)

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### CLASS HOURS :

	Japan Standard Time (JST) Monday-Friday	U.S. Eastern Daylight Time (EDT) Sunday-Thursday
1st period (60 min.)	9:00 am-10:00 am	8:00 pm-9:00 pm
2nd period (60min.)	10:10 am-11:10 am	9:10 pm-10:10 pm
3rd period (40min.)	11:20 am 12:00 pm	10:20 pm-11:00 pm

\*\*Please consider how the class hours in JST & EDT listed above will coincide with your expected time zone ([time zone converter](https://www.timeanddate.com/worldclock/converter.html?iso=20220613T000000&p1=538) → <https://www.timeanddate.com/worldclock/converter.html?iso=20220613T000000&p1=538>).\*\*

### OBJECTIVE OF KCJS'S JAPANESE PROGRAM :

The objective of KCJS's Japanese Program is to enhance the student's communicative competence and to enable interactions with members of Japanese society in ways that are culturally readily acceptable. In particular, a KCJS student will come to:

1. Understand the intentions of others when Japanese is spoken;
2. Understand the intentions of others when written materials of various genres and media are presented;
3. Control the use of Japanese expressions, both spoken and written, in order to fit the socio-cultural settings and purposes of communication;
4. Expand the modes of communication used to include such genres as formal presentations, negotiations, projects, the organization of events, and their follow-up.

### COURSE DESCRIPTION :

Third Year Japanese is designed for students who have completed at least two years of college-level Japanese or the equivalent (around 300 hours of Japanese study). Students who wish to take this course are expected to be at least at the **Intermediate-Mid level** of [the ACTFL \(American Council on the Teaching of Foreign Languages\) Proficiency Guidelines \(http://www.actfl.org/publications/guidelines-and-manuals/actfl-proficiency-guidelines-2012\)](http://www.actfl.org/publications/guidelines-and-manuals/actfl-proficiency-guidelines-2012) at the beginning of the course. For a more detailed description, please follow the links provided (see the section of "INTERMEDIATE MID"): ACTFL Proficiency Guidelines Intermediate: [Speaking \(http://www.actfl.org/publications/guidelines-and-manuals/actfl-proficiency-guidelines-2012/english/speaking#novice\)](http://www.actfl.org/publications/guidelines-and-manuals/actfl-proficiency-guidelines-2012/english/speaking#novice) | [Writing \(http://www.actfl.org/publications/guidelines-and-manuals/actfl-proficiency-guidelines-2012/english/writing#novice\)](http://www.actfl.org/publications/guidelines-and-manuals/actfl-proficiency-guidelines-2012/english/writing#novice) | [Listening \(http://www.actfl.org/publications/guidelines-and-manuals/actfl-proficiency-guidelines-2012/english/listening#novice\)](http://www.actfl.org/publications/guidelines-and-manuals/actfl-proficiency-guidelines-2012/english/listening#novice) | [Reading \(http://www.actfl.org/publications/guidelines-and-manuals/actfl-proficiency-guidelines-2012/english/reading#novice\)](http://www.actfl.org/publications/guidelines-and-manuals/actfl-proficiency-guidelines-2012/english/reading#novice)

Using *Jokyu e no Tobira* (『上級へのとびら』), the students will develop four skills of language (reading, writing, speaking, and listening) and learn cultural knowledge necessary to communicate in Japanese. Authentic materials and handouts created by the instructor will supplement the textbook.

## OBJECTIVE OF THIS CLASS :

Our goal is for students to: 1) Learn how to study Japanese effectively, and 2) Further develop competence in interpersonal, interpretive, and presentational modes of communication and to expand their overall abilities to function effectively in Japanese in various socio-cultural settings. To this end, we will assist students to:

1. learn effective study methods,
2. establish good study habits,
3. reinforce basic grammar points in order to use them accurately and more effectively,
4. master intermediate-level grammar points to advance beyond the current level of Japanese,
5. expand vocabulary, idiomatic expressions and kanji,
6. raise awareness of the differences between spoken/written language, and formal/casual speech styles.

### <Speaking>

1. conduct practical conversations (including the ability to manage speech levels properly)
2. state opinions and give detailed explanations
3. make presentations

### <Listening>

1. pick up various types of information

### <Reading>

1. comprehend long texts
2. work with primary source materials

### <Writing>

1. write response papers of multiple paragraphs, using transitional devices in written Japanese.
2. study 297 kanji generally introduced in beginning-level textbooks and an additional 300 new kanji.

## COURSE MATERIALS:

1. Oka, M., et al. (2009). [Jokyu e no Tobira: Gateway to Advanced Japanese](https://www.amazon.com/Jpn-Tobira-Japanese-English-Mayumi-Oka/dp/4874244475) (<https://www.amazon.com/Jpn-Tobira-Japanese-English-Mayumi-Oka/dp/4874244475>). Tokyo: KUROSHIO PUBLISHERS.
2. Oka, E., et al. (2012). [Kore de minitsuku bunporyoku: Grammar Power: Exercises for Mastery](https://www.amazon.com/Tsuku-Bumpo%CC%84ryoku-Grammar-Japanese-English/dp/4874245706/ref=pd_lpo_14_img_1/132-5590341-8979920?_encoding=UTF8&pd_rd_i=4874245706&pd_rd_r=5a22451a-50a3-4e55-9aa5-d5379680b42a&pd_rd_w=D87GN&pd_rd_wg=PkFbc&pf_rd_p=337be819-13af-4fb9-8b3e-a5291c097ebb&pf_rd_r=13XMAZA6FTDJZCGY180S&psc=1&refRID=13XMAZA6FTDJZCGY180S) ([https://www.amazon.com/Tsuku-Bumpo%CC%84ryoku-Grammar-Japanese-English/dp/4874245706/ref=pd\\_lpo\\_14\\_img\\_1/132-5590341-8979920?\\_encoding=UTF8&pd\\_rd\\_i=4874245706&pd\\_rd\\_r=5a22451a-50a3-4e55-9aa5-d5379680b42a&pd\\_rd\\_w=D87GN&pd\\_rd\\_wg=PkFbc&pf\\_rd\\_p=337be819-13af-4fb9-8b3e-a5291c097ebb&pf\\_rd\\_r=13XMAZA6FTDJZCGY180S&psc=1&refRID=13XMAZA6FTDJZCGY180S](https://www.amazon.com/Tsuku-Bumpo%CC%84ryoku-Grammar-Japanese-English/dp/4874245706/ref=pd_lpo_14_img_1/132-5590341-8979920?_encoding=UTF8&pd_rd_i=4874245706&pd_rd_r=5a22451a-50a3-4e55-9aa5-d5379680b42a&pd_rd_w=D87GN&pd_rd_wg=PkFbc&pf_rd_p=337be819-13af-4fb9-8b3e-a5291c097ebb&pf_rd_r=13XMAZA6FTDJZCGY180S&psc=1&refRID=13XMAZA6FTDJZCGY180S)). Tokyo: KUROSHIO PUBLISHERS.
3. ([https://www.amazon.com/Tobira-Power-Up-Your-Kanji/dp/4874244874/ref=pd\\_lpo\\_14\\_img\\_0/132-5590341-8979920?\\_encoding=UTF8&pd\\_rd\\_i=4874244874&pd\\_rd\\_r=5a22451a-50a3-4e55-9aa5-d5379680b42a&pd\\_rd\\_w=D87GN&pd\\_rd\\_wg=PkFbc&pf\\_rd\\_p=337be819-13af-4fb9-8b3e-a5291c097ebb&pf\\_rd\\_r=13XMAZA6FTDJZCGY180S&psc=1&refRID=13XMAZA6FTDJZCGY180S](https://www.amazon.com/Tobira-Power-Up-Your-Kanji/dp/4874244874/ref=pd_lpo_14_img_0/132-5590341-8979920?_encoding=UTF8&pd_rd_i=4874244874&pd_rd_r=5a22451a-50a3-4e55-9aa5-d5379680b42a&pd_rd_w=D87GN&pd_rd_wg=PkFbc&pf_rd_p=337be819-13af-4fb9-8b3e-a5291c097ebb&pf_rd_r=13XMAZA6FTDJZCGY180S&psc=1&refRID=13XMAZA6FTDJZCGY180S))  
Other materials will be distributed by your instructor.

**IMPORTANT:** You are not allowed to, unless otherwise instructed:

- Share all materials distributed in class, such as, but not limited to, handouts in PDFs, grammar videos, Zoom recordings, with others including classmates;
- Audio- or video-record class meetings;
- Take screenshots at any time during class meetings.

## POLICY:

### General

1. In the event of illness or other absence, please notify your instructor as soon as possible.
2. Students are expected to abide by the “Terms of Participation” they signed during the admissions process for KCJS, as well as the code of Academic Conduct outlined in [Columbia University's General Handbook](http://www.college.columbia.edu/ccschonorcode) (<http://www.college.columbia.edu/ccschonorcode>) and your KCJS Handbook.

3. The use of words, phrases, or ideas that do not belong to the student, without properly citing or acknowledging the source, is prohibited. This may include, but is not limited to, copying computer code for the purposes of completing assignments for submission. To avoid committing plagiarism, cite **all sources** properly.
4. Students with disability paperwork should contact their instructors as soon as possible at the beginning of the term in order to discuss accommodations.
5. The Zoom classroom is a "Japanese-only space" everyday between 9am-noon (JST).
6. No chewing gum, consuming food, wearing hat/cap in class.
7. Use formal speech ( です / ます ) style when talking to instructors and staff members.
8. Emails sent after 5pm Monday through Thursday (JST) will NOT be answered until the following morning. Emails sent after 5pm on Friday as well as on Saturday and Sunday will NOT be answered until Monday morning.
9. **It is your responsibility to check time and keep the deadline of homework, quizzes, etc.**

### Attendance/Participation

1. Daily attendance is mandatory. NO make-up classes will be given. It is your responsibility to self-study what you missed by watching the Zoom recordings of the classes you missed.
2. You must join the appropriate Zoom meeting at least 5 minutes before the class starts. Tardy will negatively affect your grade.
3. You are strongly encouraged to turn on your camera during our class meetings on Zoom. By doing so, our time together will feel more like a face-to-face meeting, and it will help us cultivate a sense of community. Use a virtual background if you wish.
4. All class meetings via Zoom are recorded and made available for you to watch later to review or catch up with class, should you be absent from it.
5. At the end of the course, the single (one only) lowest performance score, regardless of reason (e.g., illness, poor performance, etc.) will be dropped from your record when your grade is calculated. In other words, students may be absent for one day without any penalty.
6. You will receive a zero for each day missed after the first day you are absent.
7. If you fail to notify your instructor about your absence prior to or on the day of your absence, then your score for that day will NOT be dropped at the end of the course and it will remain as zero.
8. If you experience an extended illness or if unforeseen, extenuating circumstances arise, such that you miss two or more Japanese language class *days* , please write an explanation of the situation and submit it to your instructor for consideration with respect to your final grade.
9. If your participation is impacted by technical problems, we will give full consideration and your mark will not suffer as a result.

### Quizzes & Lesson Test

1. Read the instructions of tests carefully and follow them.

- You may be permitted to make up lesson tests at the discretion of the instructor except for personal reasons.

## Homework

- All assignments must be submitted on time, i.e. by 8:00am on due date (JST) or otherwise instructed. Read the instructions carefully and follow them.
- It will be considered one-day late if it is turned in after the class on the assigned day.
- If an assignment is submitted in one-day late, 10% will be deducted from the grade for every day it is late.
- No homework submitted beyond two days after the due date will receive a grade.
- Outstanding homework assigned during your absence must be submitted no later than the second day of your return to class. A 10% grade penalty will be applied to the outstanding assignment after the third day of your return to class. Completed homework assigned during your absence will not be accepted beyond the fourth day of your return to class.
- All homework must be done INDIVIDUALLY. If it is discovered that the students have done any action against [the Columbia University's Honor Code](http://www.college.columbia.edu/ccschonorcode) (<http://www.college.columbia.edu/ccschonorcode>), you will be penalized accordingly.
- To submit homework/quizzes that are required to be handwritten, you may want to use one of the following tools to digitize them before uploading them to CourseWorks (Canvas). PDF is the preferred format.
  - Adobe Scan: <https://acrobat.adobe.com/us/en/mobile/scanner-app.html> (<https://acrobat.adobe.com/us/en/mobile/scanner-app.html>)
  - Scanner for Me: [https://www.apalon.com/scan\\_and\\_print.html](https://www.apalon.com/scan_and_print.html) ([https://www.apalon.com/scan\\_and\\_print.html](https://www.apalon.com/scan_and_print.html))
  - I love PDF: [https://www.ilovepdf.com/jpg\\_to\\_pdf](https://www.ilovepdf.com/jpg_to_pdf) ([https://www.ilovepdf.com/jpg\\_to\\_pdf](https://www.ilovepdf.com/jpg_to_pdf))

## GRADE BREAKDOWN:

- Attendance, Preparation & Participation: 30%
- Homework Assignments: 30%
- Lesson Tests: 20%
- Presentation (Sakubun, Happyo, and Q&A): 20%

## GRADING CRITERIA (Attendance, Preparation & Participation):

10	<ul style="list-style-type: none"> <li>The student has thoroughly prepared for class with all assigned materials.</li> <li>The student is able to participate actively.</li> </ul>
9-5	<ul style="list-style-type: none"> <li>The student needs to prepare more thoroughly before class.</li> </ul>

	<ul style="list-style-type: none"> <li>• The student is unable to actively participate in class.</li> <li>• The student comes to the class late or leaves the class early without legitimate reasons.</li> </ul>
0	Absent

## GRADE REPORT:

Your grade is updated in CourseWorks. You should access the grade book regularly to gauge your progress. If you find an error, it is your responsibility to let the instructor know immediately so that necessary adjustments are made in a timely manner. **Please note that we do not round numbers when we determine your final grade. To earn the letter grades below, your final numerical grade must fall within the given ranges.**

## GRADE:

Based on the relative weights indicated on the previous page, a composite numerical grade will be computed, to which a letter grade will be assigned as follows:

A	100 - 94	B	86.9 - 83	C	76.9 - 73	D	66.9 - 63
A-	93.9 - 90	B-	82.9 - 80	C-	72.9 - 70	D-	62.9 - 60
B+	89.9 - 87	C+	79.9 - 77	D+	69.9 - 67	F	59.9 -

Language learning is a cumulative process that requires discipline and daily efforts. Missing even one class can create a gap affecting your entire subsequent study. **COME TO EVERY CLASS!** You are urged to bring ANY problem you have to the coordinating instructor's attention, no matter how minor you may think it is.

**がんばりましょう！**

## To Ensure a Successful Working Relationship:

In our course, there will be many opportunities to discuss ideas in small groups. To support a productive, respectful, and learning-focused discussion, I ask that you participate with the following classroom norms, which we will review and add to together as a class:

- Listen respectfully. Comments that you make (whether asking for clarification, sharing critiques, or expanding on a point) should reflect that you have paid attention to the previous speakers' comments.
- Be open to changing your perspectives based on what you learn from others.

- Understand that we are bound to make mistakes in this space, as anyone does when approaching complex tasks or learning new skills. Strive to see your mistakes and others' as valuable elements of the learning process.
- Understand that your words have effects on others. Speak with care.
- Understand that others will come to these discussions with different experiences from yours. Be careful about assumptions and generalizations you make based only on your own experience.
- Understand that there are different approaches to solving problems. If you are uncertain about someone else's approach, ask a question to explore areas of uncertainty.
- Differentiate between opinion--which everyone has--and informed knowledge, which comes from sustained experience, study, and practice. Hold your opinions lightly and with humility.